

Mock Disaster Scenario 1

Introduction

15 minutes

An emergency that spins out of control can rapidly become a disaster if immediate action is not taken to protect staff, patrons, and collections. This tabletop exercise provides an opportunity to see how well your disaster plan works in the event of a mock emergency scenario. The entire exercise will take approximately three hours with a break in the middle.

The first half of the exercise will be spent talking through the scenario, which is divided into 5 stages allotted 15 minutes each for discussion and rapid decision-making. Then after a short break, we will regroup for a debriefing on what happened during the mock scenario to identify what worked – and what did not. Participants are also requested to take away short questionnaires which allow more time for thoughtful individual reflection and feedback on the entire process. As your forms are completed, please give them to the Facilitator or Observer at your organization, who will be assembling the entire set of report forms for your own review, and also sending a copy of everything to Betty Lyn Parker at the Kentucky Historical Society, either via fax at (502) 564-4701, e-mail at bettyl.parker@ky.gov, or snail mail to her attention at 100 West Broadway, Frankfort, KY 40601.

A few ground rules before we start ...

- Accept the facts as stated in the scenario
- Everyone has an equal right to contribute
- Silence is agreement
- Practice “60 second” (quick and effective) solutions
- Limit outside interruptions
- And, as always, Murphy rules!

Remember that your general objectives for this tabletop exercise are an immediate first response, quick initial assessments, and timely planning decisions that should be considered before actually beginning to salvage your damaged collections.

Stage I – Sunday morning, 3am

15 minutes

In the second floor mechanical room, the temperature pressure relief valve on a hot water heater malfunctioned, causing a dangerous increase in steam pressure that led to a rupture of the hot water tank. The resulting explosion damaged floor drains and water is flooding nearby areas, seeping down the walls to the first floor directly below, and weakening acoustical tile ceilings there.

Stage II – Sunday morning, 4am

15 minutes

Staff has been arriving at the scene to help. There is standing water on both floors of the building. It is unclear yet whether electrical wiring has been compromised.

Stage III – Sunday morning, 5am

15 minutes

The deluge is still seeping down walls to the first floor, and acoustical ceiling tiles are becoming soaked to the point of crumbling apart. Several exhibition spaces, collections storage, and related work areas are at imminent risk.

Stage IV – Sunday afternoon, 2pm 15 minutes

With the HVAC off and water everywhere, temperature and humidity levels throughout the building begin fluctuating out of acceptable ranges even for collections housed outside of the water damaged areas. Due to computer twittering, rumors of a disaster at your organization quickly begin circulating and inquiries start pouring in (just like the water!) via telephone and e-mail, including local media outlets looking for a news story. Volunteers also begin phoning in to offer help.

Stage V – Monday afternoon, 3pm 15 minutes

The water has been cleaned up and press releases have been sent out to the media. Rapid response assessment of collections damage was nearly complete Sunday evening, and many tired workers were sent home to rest. Water was still seeping down to its lowest ground level during the night, however, and the hard work in the aftermath of a disaster has just begun ...

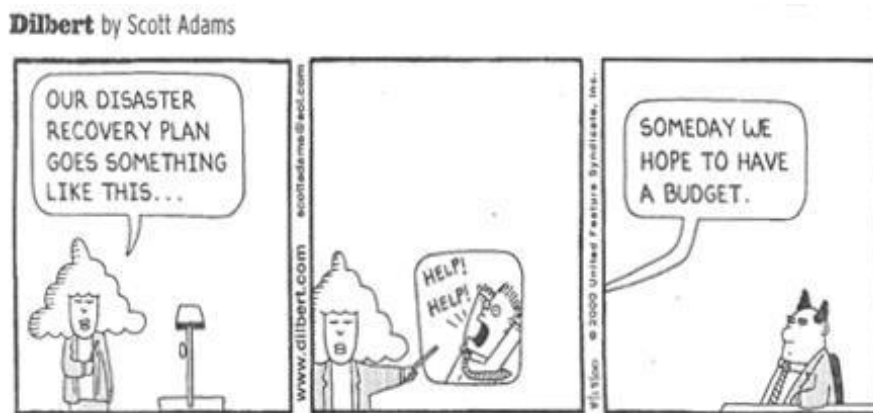
Break 15 minutes

Debriefing – Part 1 15 minutes

First, we will take a few minutes for you to go through the self-evaluation checklist as a group. (The Facilitator and Observer will use this same checklist as part of their report back to you.) Each individual participant also will take away a short questionnaire for more open-ended responses, to be returned later so you will have more time to give thoughtful reflection and feedback on the entire process.

Debriefing – Part 2 60 minutes

Finally, to wrap up this tabletop exercise, there are a few more questions to discuss.



Thanks so much for your time and participation today!